

Information guide

March 2015

Content writers for the National Examination Committee of the Medical Radiation Practice Board of Australia

This information package includes:

- information about the role of the content writer under the Health Practitioner Regulation National Law, as in force in each state and territory (the National Law)
- selection criteria
- selection process, and
- sitting fees and remuneration information.

Please also refer to the application documents:

- application form with declarations,
- national criminal history check consent form, and
- declaration of private interests form.

Information for potential candidates

Applications are invited from suitably qualified and experienced persons to be appointed as a content writer for the National Examination Committee of the Medical Radiation Practice Board of Australia.

The appointments are made by the Medical Radiation Practice Board of Australia under the Health Practitioner Regulation National Law, as in force in each state and territory (the National Law). Appointments are for up to one year with eligibility for reappointment.

Background

The Medical Radiation Practice Board of Australia (the Board) has established the National Examination Committee (the Committee) under the National Law as part of its governance framework.

The National Law imposes an obligation on the Board to ensure that only those health practitioners who are suitably trained and qualified to practise in a competent and ethical manner are registered.

The role of the Committee is to oversee and provide direction for a national examination that assesses the minimum level of applied knowledge for competent and safe professional practice in each division of registration of medical radiation practice.

Content writers will assist the Committee through production and contribution of questions for the national examination.

The National Registration and Accreditation Scheme

1. The Board and any of its Committees function under the National Law. The object of this Law is to establish a national registration and accreditation scheme for:
 - 1.1 The regulation of health practitioners.
 - 1.2 The registration of students undertaking:
 - 1.2.1 programs of study that provide a qualification for registration in a health profession; or
 - 1.2.2 clinical training in a health profession.
- 2 The objectives of the national registration and accreditation scheme are:
 - 2.1.1 To provide for the protection of the public by ensuring that only health practitioners who are suitably trained and qualified to practise in a competent and ethical manner are registered.
 - 2.2 To facilitate workforce mobility across Australia by reducing the administrative burden for health practitioners wishing to move between participating jurisdictions or to practise in more than one participating jurisdiction.
 - 2.3 To facilitate the provision of high quality education and training of health practitioners.
 - 2.4 To facilitate the rigorous and responsive assessment of overseas-trained health practitioners.
 - 2.5 To enable the continuous development of a flexible, responsive and sustainable Australian health workforce and to enable innovation in the education of, and service delivery by, health practitioners.
- 3 The guiding principles of the national registration and accreditation scheme are as follows:
 - 3.1 The scheme is to operate in a transparent, accountable, efficient, effective and fair way.
 - 3.2 Fees required to be paid under the scheme are to be reasonable having regard to the efficient and effective operation of the scheme.
 - 3.3 Restrictions on the practice of a health profession are to be imposed under the scheme only if it is necessary to ensure health services are provided safely and are of an appropriate quality.

Australian Health Practitioner Regulation Agency

National Boards are supported by AHPRA. AHPRA has a National office based in Melbourne and offices in every state and territory to manage registration and notification matters on behalf of the National Boards.

National Boards

Part 5 and Schedule 4 of the National Law set out the provisions relating to National Boards. The National Law is available at <http://www.ahpra.gov.au/About-AHPRA/What-we-do/Legislation.aspx>

There are 14 National Boards established under the National Law to regulate the corresponding health professions under the National Law:

- Aboriginal and Torres Strait Islander Health Practice Board of Australia
- Chinese Medicine Board of Australia
- Chiropractic Board of Australia
- Dental Board of Australia
- Medical Board of Australia
- Medical Radiation Practice Board of Australia
- Nursing and Midwifery Board of Australia
- Occupational Therapy Board of Australia
- Optometry Board of Australia
- Osteopathy Board of Australia
- Pharmacy Board of Australia
- Physiotherapy Board of Australia
- Podiatry Board of Australia
- Psychology Board of Australia

Potential applicants may be interested in accessing the AHPRA and National Boards annual reports, which provide detailed information on the National Scheme, including extensive data on health practitioner registration and regulation. The annual reports are accessible from the AHPRA website: www.ahpra.gov.au/Legislation-and-Publications/AHPRA-Publications.aspx

Role of National Boards

Part 5 and Schedule 4 of the National Law set out the provisions relating to National Boards. The functions of a National Board include:

- registering practitioners and students in the relevant health profession,
- developing standards, codes and guidelines for the relevant health profession,
- investigating notifications and complaints,
- where necessary, conduct panel hearings and refer serious matters to tribunal hearings,
- assessing overseas trained practitioners who wish to practise in Australia, and
- approving accreditation standards and accredited courses of study.

Content writers for the National Examination Committee

Content writers will be appointed by the Board.

The role of a content writer is to produce questions for inclusion in the national examination.

There is an expectation that content writers produce approximately 15 suitable questions every three months for the duration of their one year term of appointment. Content writers will be mentored by a team leader and will be given

Content writers are required to attend a mandatory training session at the beginning of their appointment

Selection criteria

Content writers should:

- be registered with the Medical Radiation Practice Board of Australia,
- be experienced and of good standing in the profession,
- demonstrate current knowledge of the capabilities required for practice in the profession
- have experience in clinical training or supervision,
- have experience, or is capable of developing capability in, assessment methods,

While not essential, it is desirable that applicants have experience in examination development or assessment frameworks.

Required attributes

While the National Law does not define the required attributes of a board member, the National Registration and Accreditation Scheme Governance Steering Committee have endorsed the following attributes for all board and committee members:

1. **Displays integrity:** is ethical, committed, diligent, prepared, organised, professional, principles-based and respectful; values diversity; and shows courage and independence
2. **Thinks critically:** is objective and impartial; uses logical and analytical processes; distils the core of complex issues and weighs up options
3. **Applies expertise:** actively applies relevant knowledge; skills and experience to contribute to decision-making
4. **Communicates constructively:** is articulate, persuasive and diplomatic; is self-aware and reflects on personal impact and effectiveness; listens and responds constructively to contributions from others
5. **Focuses strategically:** takes a broad perspective; can see the big picture; and considers long term impacts
6. **Collaborates in the interests of the scheme:** is a team player; flexible and cooperative; and creates partnerships within and between boards and AHPRA.

Applicants are also required to provide information on whether they are current members of other government or statutory bodies. Please ensure your application fully addresses your skills, experience and attributes as above.

Roles and responsibilities of members

Members are required to act within the powers and functions set out in the National Law.

Under the National Law, members are required to act impartially and in the public interest in the exercise of their functions and put the public interest before the interests of particular health practitioners or any entity that represents health practitioners.

Confidentiality

Members are required to comply with the confidentiality requirements of s.216 of the National Law. Any information that comes to a member's knowledge, in the course of, or because of the member's role is protected information and must not be disclosed or made allowed to be disclosed to another person, organisation or entity.

Conflict of interest

Members are to comply with the conflict of interest requirements set out in, Clause 8 of Schedule 4 of the National Law.

Terms and conditions of appointment

Members will be appointed for a term determined by the Board for up to one year and may be eligible for reappointment.

Statutory protections

Under section 236 of the National Law, members of the National Boards and committees are provided with appropriate statutory immunities for exercising their functions in good faith.

Staffing to support the Committee

Administrative support is to be provided by the Executive Officer, Medical Radiation Practice and other relevant staff of AHPRA.

Remuneration

The remuneration for is determined by the Australian Health Workforce Ministerial Council having regard to the remuneration generally applied to regulatory bodies with a substantial influence on the health industry.

The current remuneration (daily sitting fee) is as follows:

Role	Attendance	Extra travel time	
	(Fee includes preparation and up to 4 hours travel time) Daily sitting fee (more than 4 hours in a day)	Between 4 – 8 hours	Over 8 hours
Committee Chair	\$740	\$370	\$740
Committee member	\$607	\$303	\$607

For meetings that are less than 4 hours, half the daily fee is payable.

Business rules for the payment of sitting fees and expenses are set by AHPRA.

As a general guide, the daily fee applies for committee member attendance in person or by telephone at a scheduled committee meeting. The daily fee includes meeting preparation time for the scheduled meeting and up to four hours of travel time. Members are entitled to reimbursement of any reasonable out-of-pocket expenses incurred during the course of undertaking business.

The fees paid are assessable under the Income Tax Assessment Act 1997.

AHPRA recognises that government and statutory employees may be bound by their employer policy regarding payment for employment undertaken outside of the employer which may alter the way members are paid. If you are a government or statutory employee, we kindly ask you to advise AHPRA accordingly with your application.

Selection process

The Board will appoint a selection advisory panel to review all applications and prepare a recommendation for the Board's approval.

Shortlisted candidates may be interviewed to ensure that they have the necessary qualifications, skills and experience for the position.

Shortlisted candidates will undergo probity checks, which include:

- an Australia-wide criminal record check by CrimTrac
- a check of the Australian Securities and Investment Commission (ASIC) register of persons prohibited/disqualified by ASIC under the provisions of *the Corporations Act 2001* (Cth)
- a check of the Australian Financial Security Authority (AFSA) National Personal Insolvency Index which contains information about proceedings and administrations under the *Bankruptcy Act 1966* (Cth).

Applicants may be required to complete and return a declaration of private interests form.

For practitioner members, a check of board records will be undertaken to ensure the practitioner is of good standing.

The national criminal history check form will be processed by a suitably trained AHPRA officer.

Referee reports are also an important part of this process and may be obtained for shortlisted applicants. Applicants are asked to nominate three referees who can support the attributes and duties of the position.

[Applying for appointment to the vacant positions](#)

Please refer to the application form for detailed instructions on submitting your full application.